

APPENDIX HONOLULU-13

Conditional Use Permit (CUP) (Major)
City and County of Honolulu
Department of Planning and Permitting (DPP)
Land Use Permits Division

Permit Packet Includes:

1. Process Overview
2. Application Checklist
3. Revised Ordinances of Honolulu – Chapter 21, Land Use Ordinance (See **Appendix ROH – Chapter 21**).

Approval or Permit Required: This permit covers uses that are considered appropriate in some zoning districts, if certain standards and conditions are met. The time frame for processing this permit is 90 calendar days from acceptance of the completed application. This time frame may be extended under certain circumstances. If the DPP fails to process the permit within the required time frame, the permit shall be deemed approved.

Contact Information: City and County of Honolulu
Department of Planning and Permitting
650 South King Street
Honolulu, HI 96813

Website:

To download form go to “Zoning and Land Use Permits”:

<http://www.honoluludpp.org/ApplicationsForms/ZoningandLandUsePermits.aspx>

Major: <http://www.honoluludpp.org/Portals/0/pdfs/zoning/CUPmajor.pdf>

Minor: <http://www.honoluludpp.org/Portals/0/pdfs/zoning/CUP%20minor.PDF>

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Steps	Time
1. Applicant is encouraged to schedule a pre-application meeting with the DPP by calling (808) 768-8014, to discuss the application and processing requirements.	
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2. Prior to submitting the application, applicant must present the project to the Neighborhood Board by calling (808) 768-3710 (Neighborhood Commission) for information concerning the appropriate neighborhood board in the district where the site is located. If no such board exists, then the presentation should be given to an appropriate community association. The applicant must provide written notice of the presentation to all adjoining property owners,	
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3. Complete and submit the "Land Use Permits Division Master Application Form" and all requested information as outlined in the "Application Instructions" (including fees, written statement (two copies), drawings, photos of the project site, etc.)) and a signed, notarized affidavit confirming that adjoining property owners were sent written notification of the required neighborhood board presentation. Applications requiring a Certificate of Need (CON) must include the approved CON. If the project is subject to Chapter 343, Hawaii Revised Statutes (HRS), the Environmental Impact Statement EIS) law, then provide documentation of compliance.	
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4. DPP determines that application is acceptable.	10 days from submittal
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5. Applicant must notify owners of property within 300 feet of the site.	Within 10 days from Step 4
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8. DPP processes permit (unless extended under certain circumstances).	90 days from Step 4
Total Time Period:	100 days

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Fees	Amount	Maximum
Minor CUP fee	\$300	
Base Fee + an additional \$300 per acre	\$600	
Total Fees:	\$300	\$10,000